**Uploading Instructions – Regina BHOF 2016**

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| **Award and Link to DropBox Folder** | **Required Files** |
| **Human Resources Management:**  <https://dbinbox.com/Regina_HumanResources> | Two files:   * Nomination Form – saved as **FirstLast\_CompanyName** * Recorded Response – saved as **FirstLast\_CompanyName** |
| **Information Technology Excellence:**  <https://dbinbox.com/Regina_InformationTechnology> |
| **Production Excellence:**  <https://dbinbox.com/Regina_Production> |
| **Marketing Excellence:**  <https://dbinbox.com/Regina_Marketing> |
| **Environment, Health & Safety:**  <https://dbinbox.com/Regina_HealthSafety> |
| **Financial Management:**  <https://dbinbox.com/Regina_Financial> |
| **President of the Year:**  <https://dbinbox.com/Regina_PresidentofYear> |
| **Salesperson of the Year:**  <https://dbinbox.com/Regina_Salesperson> | Nomination form - saved as **FirstLast\_CompanyName** |
| **Spirit of JA:**  <https://dbinbox.com/Regina_SpiritJA> | Letter of recommendation - saved as **FirstLast\_CompanyName** |
| **Professional Leadership:**  <https://dbinbox.com/Regina_ProfessionalLeadership> | * Recorded Speech – saved as **FirstLast\_CompanyName** * Letter of Recommendation – saved as **FirstLast\_CompanyName** |
| **Achiever of the Year:**  <https://dbinbox.com/Regina_AchieverofYear> | * Recorded Speech – saved as **FirstLast\_CompanyName** * Letter of Recommendation – saved as **FirstLast\_CompanyName** |
| **Teamwork:**  <https://dbinbox.com/Regina_Teamwork> | One page summary – saved as **CompanyName** |
| **Product Design:**  <https://dbinbox.com/Regina_ProductDesign> | * Written submission OR video submission – saved as **CompanyName** * Sample product mailed to the Regina office OR a photo file – saved as **CompanyName** |
| **Most Improved Company:**  <https://dbinbox.com/Regina_MostImproved> | One page summary – saved as **CompanyName** |
| **Company of the Year:**  <https://dbinbox.com/Regina_CompanyofYear> | * Business Plan – saved as **CompanyName\_BP** * Minutes of Meetings – combined into one file – saved as **CompanyName\_MM** * Sample Product – .jpeg file – saved as **CompanyName** * Final Shareholders’ Report – saved as **CompanyName\_FSR** |